

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 17, 2020** at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

**PRESENT:** JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, KATHY PLETCHER, DAVID RUNNING, and JAYME SELLEN. MARISSA MELI attended online and JOHN VANDER LEEST via phone.

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman (online), Linda Chosa, and Curt Beyler.

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:18 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Pletcher, seconded by Anderson, to approve the agenda. Motion by Sellen, seconded by Anderson, to approve the November minutes. Motion carried.

**COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** None.

### **DISCUSSION AND POSSIBLE ACTION REGARDING DENMARK RESOLUTION**

For informational purposes, Sugden distributed the most recent agreement with the Denmark School District (updated 2004). She has not had recent correspondence with school officials but acknowledges that they are busy due to the pandemic. Village leaders are interested in pursuing a discussion about a location but it is not clear how much communication there has been between the school and village. Discussion took place about steps to move forward. Aubinger suggested giving notice on dissolving agreement. Pletcher reminded that meetings with school leaders (annually per agreement) last took place several years and two directors ago. Meli commented that the agreement does not auto-renew and without a current agreement in place so there is no obligation to give notice. The new village president Susan Selner contacted the County Executive about an available space. During a phone conversation with Selner, President Van Dyck asked for more information and the expectations of the Village. Based on his findings, Van Dyck thinks this location is worth pursuing. Pletcher suggested moving forward with discussions at the village level and then communicate intent with the school district. Sugden will contact Corporation Counsel regarding a formal resolution and to address the agreement that has not been formally extended.

Motion by Running, seconded by Sellen, to defer action to January meeting; begin process of transitioning service from high school to a new location to be determined; and instruct Administrative staff to meet with Corp Counsel to draft a resolution regarding library services in Denmark. Motion carried. Pletcher will assist in coordinating a site visit in early January.

### **DISCUSSION AND POSSIBLE ACTION REGARDING ALLOCATION OF SALES TAX FUNDS FOR BUILDING PROJECTS**

Anderson shared a sample capital improvement budget in relation to fundraising and discussed budget allocations as determined by square feet and costs of new locations. Document is fluid.

BCL Sample Cap. Improvement Budget		
Est Budget:		\$ 20,000,000.00
Description	Budget Allocation	Est Cost
New East Branch	\$ 6,000,000.00	\$ 7,500,000.00
East Branch Property	\$ 200,000.00	\$ 200,000.00
New Ashwaubenon Branch	\$ 6,000,000.00	\$ 7,500,000.00
Ash. Branch Property	\$ 200,000.00	\$ 200,000.00
Pulaski Renovations	\$ 1,000,000.00	
Central Reno (basement)	\$ 500,000.00	\$ 500,000.00
Additional Renovations to include:	\$ 6,100,000.00	
Denmark		
Bookmobile		
Central Renovations		
TOTAL	\$ 20,000,000.00	

The Central Library assessment, conducted by HGA, is scheduled to take place in the New Year. Dollar figures to fix infrastructure at Central and aesthetics should be known by the end of January.

Motion by Pletcher, seconded by Running, to approve preliminary capital budget as presented. Motion carried.

### **APPROVE 2021 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT**

Motion by Anderson, seconded by Sellen, to approve the 2021 closures for holidays and staff development days. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION REGARDING RESOURCE LIBRARY AGREEMENT**

No changes were made to the agreement. Motion by Pletcher, seconded by Anderson, to approve the 2021 Resource Library Agreement. Motion carried.

## **DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

### **FINANCIAL MANAGER UPDATE**

#### **FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

Chosa reported that the library is 9% under budget for personnel. COVID reimbursements (~\$200,000) are expected by end of the year. She expects to have final year-end numbers at the January meeting

November 2020 donation report follows:

Brown County Library				
Gifts, Grants & Donations Report				
November 2020				
<b>Gifts &amp; Donations</b>				
11/01/20	Norsetter Family Foundation	\$	500.00	Outreach Services
11/15/20	Radtke		12.00	LHG Collection
11/20/20	Friends of Brown County Library		14,723.90	Program & Supplies
		<b>Total</b>	<b>\$ 15,235.90</b>	
<b>Donation Box</b>		<b>Month</b>	<b>YTD</b>	
11/01/20	Ashwaubenon	\$	47.00	\$ 135.00
11/01/20	Bookmobile		-	\$ 8.10
11/01/20	Central Children's		16.77	\$ 242.68
11/01/20	East		13.00	\$ 191.95
11/01/20	Denmark		-	\$ -
11/01/20	Kress		15.00	\$ 204.93
11/01/20	Pulaski		-	\$ 33.32
11/01/20	Southwest		6.00	\$ 30.25
11/01/20	Weyers/Hilliard		24.09	\$ 239.04
11/01/20	Wrightstown		-	\$ 7.66
		<b>Total</b>	<b>\$ 121.86</b>	<b>\$ 1,092.93</b>
<b>Federal &amp; State Grants</b>				
11/1/2020	Nicolet Federated Library System	\$	4,510.27	Ancestry
		<b>Total</b>	<b>\$ 4,510.27</b>	

Chosa reported that 363 patrons participated in Amnesty Week, December 7-12. 230 lost items, with a value of \$1880.00, were returned and \$1288.00 overdue fines were waived resulting in a net impact of \$3168.00.

A patron sent the following note: *"Thank you for the amnesty program. During a pretty stressful 2020 for all Americans, it is this type of outreach to the community that is heartwarming and most thoughtful."*

Anderson asked if another week like this is planned – especially as it relates to COVID. The logistics are in place and Library Administration supports an annual amnesty week.

Van Dyck suggested considering to use carryover funds towards a Bookmobile and seek matching funds and asked for estimates and discussion at the January Board meeting.

**FACILITIES UPDATE** Beyler reported that all the data lines on the third floor of the Central Library were pulled, terminated, and tested. Furniture for this floor is arriving and once in place the staff move can be completed. RFID bookdrops are being installed – Kress' is done and programmed and Weyers-Hilliard is next. Six others have not arrived. A purchase order for a new full size pickup truck with a full box has been issued. An upgraded key access server was installed and required the database to be rebuilt.

A sewer pipe had a crack in it and was the cause of the odor in the lower level. Repairs have taken place.

Regarding the lower level buildout, Van Dyck commented that County Admin set aside funds for a (construction) architect. They are looking to sub-contract the IT work that will address the technology needs for County Board and Library.

**PERSONNEL UPDATE** Rogers reported that the Management team is working through the staff engagement surveys and the staffing assessment. She and Beyler have been providing updated COVID safety training for staff. Interviews for the open maintenance worker position are underway and hiring will take place in January. A survey will be launched that will assist in evaluating function, impact, and membership of committees formed in 2018.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman shared information on the Holiday Performers Showcase that features music, magic, science and similar programs the week of December 28. They will air on the library's YouTube channel. A countdown to 2021 is scheduled for Noon on December 31. Goodie bags filled with party favors and crafts can be picked up at the library in

advance of the countdown. Work with O'Connor Connective is providing banners that feature the library's logo and key messages and models from the community. A public reveal of the new brand identity will take place on January 12, 2021.

**PRESIDENT'S REPORT** Van Dyck expects an updated MOU regarding the East Branch from Corp Counsel in the next couple of days. He congratulated Kathy Pletcher on being reappointed for a three-year term on the Library Board. John Vander Leest's term is ending and Van Dyck extended his gratitude for Vander Leest's service and input.

**LIBRARY DIRECTOR'S REPORT** Sugden reported remaining steady and strong in providing library services. Staff feels safe coming to work. BCL has not faced closures or scaling back of services as other libraries have faced. She is looking toward the future to see what lies ahead and when the library might be ready to increase services. Sugden commended the great skill of staff in holding, "this ship steady," and continuing to connect people to resources.

News conference is scheduled in January for the brand reveal and the fundraising campaign is getting underway. Staff assessment work is nearing the end. The purpose of this large scope of work was to develop models of service that are right and appropriate. Results will be shared next month. Sugden has been meeting with staff individually and to talk through changes that are a result of the assessment. The B.C.L. Foundation is funding HR experts on change and resiliency to work with staff. This will strengthen the organization.

#### **OTHER BUSINESS**

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

#### **ADJOURNMENT**

**Motion** by Vander Leest, seconded by Meli to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:57 pm.

#### **NEXT REGULAR MEETING:**

Central Library  
January 21, 2020  
5:15 p.m.

Respectfully submitted,

Sue Lagerman  
Recording Secretary